**Job Title:** Seasonal Cemetery Worker (City of Dillon)

**Job Summary**

This seasonal employee will help with grounds maintenance and operation of the City Cemetery (Mountain View Cemetery), under the direct supervision of the Cemetery Director. This position is available from May 1st thru September 30th; however we are flexible on start and end dates. A work week is typically Monday thru Friday 7am to 4 pm, but we will do our best to create a schedule that works for you. Starting pay is $15.09 per hour.

**Essential Responsibilities**

1. Responsible for helping with lawn care within the cemetery, including mowing, weed whacking, raking and trash pickup
2. Responsible for helping with irrigation, including moving sprinkler heads and irrigation repair
3. Aides in burials, which includes grave preparations and closing
4. Responsible for behaving in a safe, accountable and professional manner
5. Other duties as assigned

**Required Qualifications & Skills**

1. Valid Montana Driver’s License
2. Positive attitude
3. Good work ethic
4. Make safety a top priority
5. Able to do physical labor
6. Able to work in varying weather conditions
7. Able to lift up to 50 pounds

**Desired Qualifications & Skills**

1. Experience operating zero turn mowers, weed whackers, utility vehicles, pickup trucks and a variety of hand and power tools
2. Experience with moving irrigation sprinkler heads and repair of irrigation systems

**Physical Demands**

This position is physically demanding, requiring operation of mowers and weed whackers for long periods at a time. Employees may frequently lift and move up to 50 pounds. This position requires bending over, kneeling and walking a mile or more each day. The majority of work is done outside in varying weather conditions, including extreme heat, wind, rain and cold. Worker may be exposed to dust, insects and machinery exhaust.

**Emergency and other duties**

If, in the operation of the City, an emergency situations exists all employees will be required to work at resolving the emergency. There may also be projects from time to time that will require all of the employee’s assistance to accomplish.

**Additional Info**

Preference will be given to applicants that have been honorably discharged from a military branch of the United States Government. A DD214 could be required for the preference.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applying:** Job applications can be found at dillonmt.org/cemetery. Please drop off job applications as well as a preferred work schedule at City Hall or email to cemetery@dillonmt.org. For more info call 406 660 – 4246.

**CEMETERY SEASONAL APPLICATION – City of Dillon**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Job**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please answer the following questions at the bottom of the page or on the back:**

1. What experience do you have with lawn care and irrigation?
2. What days/times during the week are you able to work?
3. When can you start the position and what day would be your last day?

**List two references who can speak about your work ethic and qualifications.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drop off application at City Hall or email to** **cemetery@dillonmt.org****.**

**Call (406) 660 – 4246 with any questions.**